

RECORDS MANAGEMENT DIVISION

AREAS WHERE CONSIDERATION SHOULD BE GIVEN
TO ECONOMY AND EFFICIENCY OF OPERATION

1. Security Posts of Duty - PBS vs Agency. \$21,792.96 Reimbursable Requirement
2. General Security Posts vs Special; M Bldg. - Front and Rear
3. Overt and Covert Files - S.O.
4. RI/FI vs Area Divisions
5. Logging - Confidential, Secret & related procedural requirements
6. Aperture Card Procedure
7. Information Report Procedures - Duplication With Field

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Names of Professional Societies to
which Representatives of the Records
Management Staff Belong

1. Society of American Archivists
2. American Society for Public Administration
3. Society for Personnel Administration
4. Interagency Records Administration Conference
5. Interagency O&M Conference

Persons who Belong to all or some of
the Above Organizations

- 1.
- 2.
- 3.
- 4.
- 5.



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Note: All members of the Staff usually attend
the significant meetings of the Interagency
Records Administration Conference

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